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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 2** |
| **DATABASES** |
| **WEEK** | **LESSON** | **TOPIC** | **SUB - TOPIC** | **OBJECTIVES** | **LEARNING/TEACHING ACTIVITIES** | **LEARNING/TEACHING RESOURCES** | **REFERENCES** | **REMARKS** |
| **1** | **1-2** |  | DATABASE | By the end of the lesson, the learner should be able to* Define the database
* Explain the concept of D/base
 | * Q/A discussion
 | * Class list
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 93-94
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|  | DATABASE MODELS | By the end of the lesson, the learner should be able to* Define the term d/base model
* Explain the difference d/base models
* Discuss the features of a database
 | * Q/A demonstration practical
 | * Handouts
* Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 96-98
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|  | DATA ORGANIZATION | By the end of the lesson, the learner should be able to* Organize data in a database
* Start Ms Access
 | * Q/A demonstration practical
 | * Handouts
* Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 97-100
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|  | **3** |  | MS ACCESS SCREEN LAYOUT | By the end of the lesson, the learner should be able to* Explain the access screen layout
* Create a database
 | * Q/A Demonstration practical
 | * Letters
* Cards
* Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 100-104
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| **2** | **1** |  | EDITING A D/BASE | By the end of the lesson, the learner should be able to* Edict a data base
 | * Q/A Demonstration practical
 | * Letters
* Cart
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 108-109
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|  | **2-3** |  | QUERIES | By the end of the lesson, the learner should be able to* Define the term query
* Crate a query
 | * Q/A Demonstration Practical
 | * Letters
* Card
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 116-117
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| **3** | **1** |  | UPDATING A QUERY | By the end of the lesson, the learner should be able to* Update a query
* View a query
 | * Q/A Demonstration practical
 | * Handouts
* Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 120-122
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|  | **2-3** |  | FORM DESIGN | By the end of the lesson, the learner should be able to* Explain the form layout
* Create a form
 | * Q/A Demonstration practical
 | * Books
* Newspaper
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 110-113
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| **4** | **1** |  | FORMATTING FIELDS | By the end of the lesson, the learner should be able to* Display records in a form
* Format fields
 | * Q/A Demonstration practical
 | * Handouts
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 113
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|  | **2-3** |  | REPORTS LAYOUT | By the end of the lesson, the learner should be able to* Define a report
* Create a report
* Modify a report
 | Q/A Demonstration Practical | * Handouts
* Books
* Working Computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 125-129
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| **5** | **1** |  | REPORTS LAYOUT | By the end of the lesson, the learner should be able to* Sort and group data in a report
* Design labels
 | * Q/A Demonstration practical
 | * Forms
* Report
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 40-41
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|  | **2-3** |  | PRINTING | By the end of the lesson, the learner should be able to* Define the term printing
* Print: form and a report
 | * Q/A Demonstration Practical
 | * Forms
* Report
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 112
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| **DESKTOP PUBLISHING** |
| **6** | **1** |  | DESKTOP PUBLISHING | By the end of the lesson, the learner should be able to* Define DTP S/W
* State then purpose of DTPS/W
 | * Q/A Demonstration practical
 | * Clip art
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 132-134
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|  | **2-3** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to* Explain the DTP S/W
* Discuss the types of DTP publications
 | * Q/A Observation Practical
 | * Letters
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 133-134
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| **7** | **1** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to* Run the DTP program
* Explain the DTP screen layout
 | * Q/A discussion
 | * Cards, certificates, text, calendars, text books
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 134-136
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|  | **2-3** |  | DESIGNING A PUBLICATION | By the end of the lesson, the learner should be able to* Set up a publication
* Manipulate text and graphics
 | Q/A demonstration practical | * Cards, certificates, text calendars, textbooks
* Working Computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 139-143
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| **8** | **1** |  | TEXT | By the end of the lesson, the learner should be able to* Design page layout
* Use a ruler to measure
 | * Q/A discussion
 | * Calendars, textbooks
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 158
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|  | **2-3** |  | GRAPHICS | By the end of the lesson, the learner should be able to* Define the term graphics
* Change full stroke
* Reshape objects
 | * Q/A Demonstration practical
 | * Books
* Handouts
* Working Computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 150
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| **9** | **1** |  | GRAPHICS | By the end of the lesson, the learner should be able to* Copy an object
* Import and wrap text
 | * Q/A Demonstration Practical
 | * Books
* Handouts
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 161-162
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|  | **2&3** |  | GRAPHICS | By the end of the lesson, the learner should be able to* Group objects
* Lock objects
 | * Q/A Demonstration Practical
 | * Books
* Handouts
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164-168
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| **10** | **1** |  | ROTATE/CROP | By the end of the lesson, the learner should be able to* Explain the terms, sort, filter, total, forms
* Apply the above features
 | * Q/A Demonstration practical
 | * Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164
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| **11-14** | **THE SCHOOL CLOSES/END OF TERM EXAMS** |